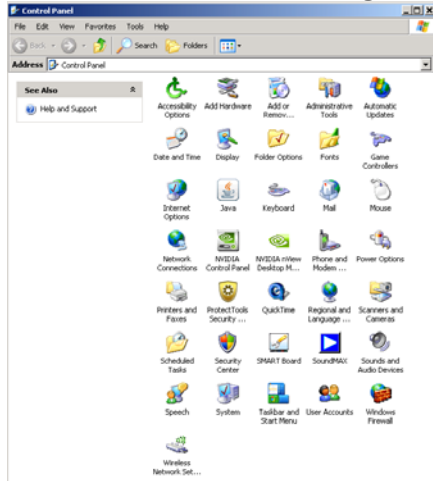


# Microphone Configuration

1. Make sure microphone is plugged into the appropriate port on the computer.
2. Click on **Start** → **Settings** → **Control Panel**



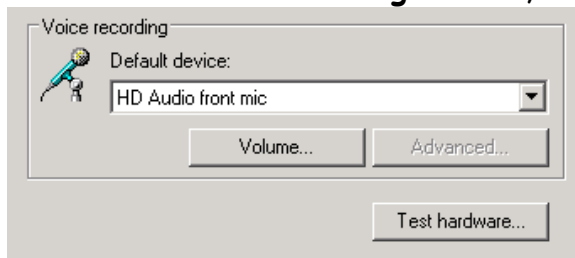
3. Double click on the icon labeled **Sounds and Audio Devices**



4. In the **Sounds and Audio Devices** dialog box, click on the tab labeled **Voice**



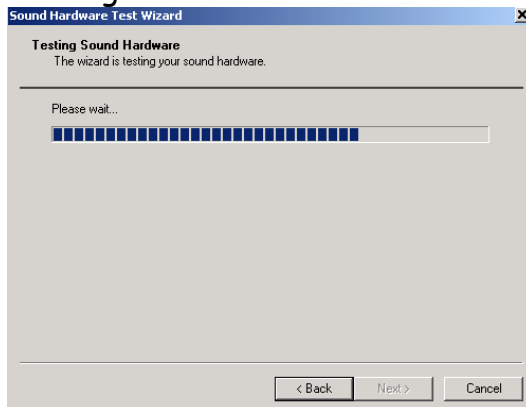
5. Under the **Voice recording** section, click on **Test Hardware**



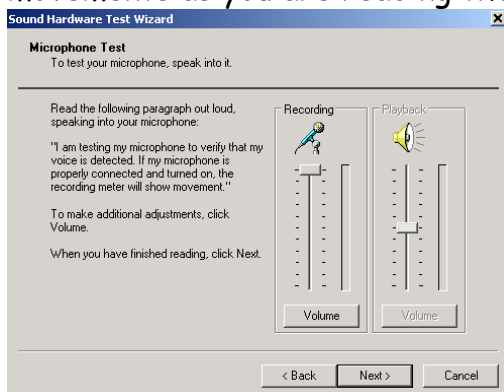
6. Follow the **Sound Hardware Test Wizard** by clicking **Next** to test your microphone hardware



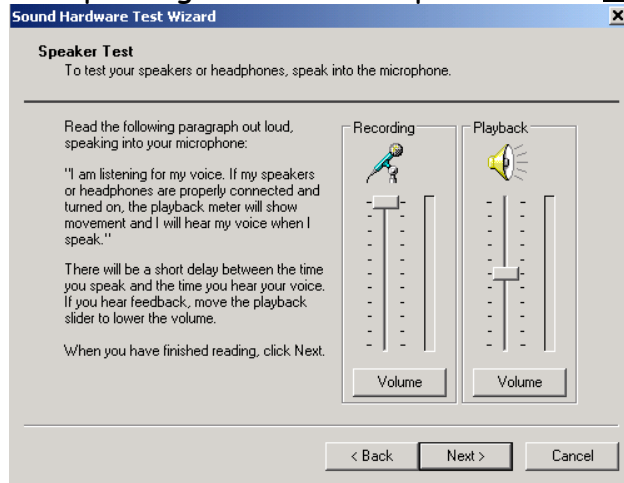
7. Testing Sound Hardware should be in progress.



8. In the **Microphone Test** dialog box, you will be prompted to read a passage to test microphone activity (the recording meter should show movements as you are reading the passage). Click **Next**.



9. In the **Speaker Test**, you should be able to hear your recording as you are speaking into the microphone. Click **Next**



10. Click **Finish**



You have completed the configuration for your microphone. You may close all windows open at this time.